



**The Dash Charity  
Older persons IDVA (Independent Domestic Violence Advocate)  
Job Description**

**Reports to: Advocacy & Outreach Services Manager**  
**Hours of work: 37.5**  
**Holidays: 25 days plus Bank Holidays + birthday**

**Objectives:**

Under the general direction of The Dash Charity Management Committee to undertake the duties of Older Persons IDVA as specified below on behalf of The Dash Charity. To work within the aims, policies, guidelines and practices of The Dash Charity, paying particular attention to key areas of Health & Safety, Confidentiality and Equal Opportunities.

**Purpose of Job:**

To provide a pro-active, short to medium term service in a multi-agency framework, to Medium and high-risk clients of domestic abuse focussing on risk and safety management. The Older Persons IDVA will support a caseload of clients with a specific focus on clients aged over 55 years old seeking to understand the needs of groups who face additional barriers to disclosure and responding appropriately. The Older persons IDVA will work with female and male survivors and other agencies ( including adult social care and also focussing on adolescent to parent abuse) and monitor the care pathway. This service will be located away from The Dash Charity's main refuge houses.

The role will cover clients residing in RBWM and Slough area.

**Main Duties**

- To operate within clear professional and confidentiality boundaries and to work within The Dash Charity code of conduct.
- Ensure clients are clear about their rights and obligations whilst receiving support.
- Daily check e mail and answer urgent requests
- Review workload daily and prioritise

- Ensure that meaningful involvement of clients is central to all activities, applying equal opportunities and anti-discriminatory policies and ensuring rights to privacy and confidentiality.
- Contribute to the development and review of The Dash Charity policies and procedures.
- To implement and adhere to The Dash Charity policies and procedures
- To hold a caseload of 25 clients at any one time, providing bespoke practical and emotional support over a period of approx. 12 weeks.
- To fully adhere to the Dash Charity IDVA Case Management Policy, ensuring files are to the required audited standards, ensuring SafeLives Leading Lights status is maintained.
- To undertake risk assessments in line with Safelives standards and guidelines
- To use the outcome of the risk assessment to create a tailored support plan and safety plan in conjunction with the client.
- To regularly review risk assessments and safety & support plans on an ongoing basis.
- Work within a multi-agency setting and keep the client's safety central to all co-ordinated responses (this will include referral and participation in the local MARACs[Multi-Agency Risk Assessment Conference])
- Support clients with options of civil remedies and child contact options.
- Support clients through criminal justice system.
- To support clients through the social care processes, providing written reports and attending multi-agency meetings alongside a client
- Attend agency meetings as client's advocate as and when necessary.
- To ensure clients are treated with respect, dignity and sensitivity. An IDVA will respect the diversity of the community and work to ensure all survivors have access to the services they need.
- To understand that each individual is unique and recognising individual differences.
- Support the empowerment of the client and assist them in recognising the dynamics of domestic abuse.
- Respect and understand the diversity of the local community and proactively support clients to access services on an equitable basis.
- Support colleagues, through peer supervision and partner agencies, through awareness raising and institutional advocacy to provide the best possible service to victims of domestic abuse.

- Keep and maintain accurate and confidential records and contribute to monitoring and evaluation information for the project as directed by the Line Manager
- To keep abreast with relevant legislation, guidance and service provision
- To establish and maintain solid links and referral pathways with targeted multi agency partners to develop a bespoke and effective Diversity IDVA service.
- To further own research into marginalised groups, seeking to understand communities, vulnerable groups and barriers to support and disclosure. Through supervision, explore and implement different approaches to tailor interventions to identified groups of marginalised clients
- To identify and action participation in relevant boards, forums, networking events in order in order to raise awareness of the diversity role, make key contacts to increase referral pathways and gain an insight into the needs and wishes of marginalised groups.
- To show commitment to client involvement and ensure the client voice is heard through feedback, questionnaires and focus groups, with actions identified and actioned as a result.

### **Equal Opportunities**

The Dash Charity is fully committed to the active promotion of equal opportunities as an employer, and in the provision of its services. It is the responsibility of every member of staff to ensure the practical application of this policy.

### **Health & Safety**

Under then Health & Safety at Work Act, all employees are required to take care of their own health and that of other employees in complying with their statutory duties.

### **ESSENTIAL**

Enhanced DBS

Full driving Licence

Access to private vehicle

Knowledge of the impact of Domestic abuse on client's and children.

Understanding of child protection issues and legal responsibilities.

Understanding of the principles of risk assessment and safety planning.

Understanding of, and commitment too, equal opportunities in practice.

To work on an out of hours rota

### **Skills**

Strong crisis management skills.

Good communication skills; written and verbal and effective negotiation skills.

Ability to maintain professional boundaries.

Computer literate: word processing, emailing etc.

Ability and willingness to work in partnership with statutory and voluntary partners.

Personal Attributes.

Pro-active.

Compassionate.

Commitment to undertake regular training & supervision.

Ability to work as part of a team.

### **DESIRABLE**

Knowledge

Broad knowledge of the civil and criminal justice remedies relating to domestic abuse.

Understanding of the domestic abuse sector and the role and remits of statutory and voluntary agencies in the sector.

### **Experience**

Completed Safelives training course or equivalent.

Experience of working and engaging with diverse communities.

Experience of developing new services and working on own initiative.

Working with vulnerable people.

Managing a caseload.

Professional qualification in a related field, such as a diploma in social work or probation studies, or equivalent experience.